

FACILITY MAINTENANCE MANAGER

Purpose:

To actively support and uphold the City's stated mission, vision, and values. To manage, supervise and coordinate the activities of the Facility and Custodial Management Section of the Public Works Department; to coordinate facility and custodial management activities with other City divisions and departments; and to provide highly complex staff assistance to the Deputy Public Works Director.

Supervision Received and Exercised:

Receives general direction from the Deputy Public Works Director – Field Operations or from other supervisory or management staff.

Exercises direct supervision over technical, maintenance, custodial and clerical staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Plan, develop, implement and manage the section's goals, objectives, and work plans; assign work activities, projects and programs; monitor work flow; with the input of section staff, review and evaluate work products, methods and procedures.
- Review capital improvement plans related to the assigned services and provide input regarding future facilities maintenance and custodial activities.
- Oversee Facilities Maintenance Master Plan, including forecasting for capital improvement expenditures and the coordination of tenant improvements and new construction with Capital Improvement design and construction managers
- Assist in developing security and building alarm plans for City facilities;
 manage facility energy management and access control systems.
- Assist in the preparation and presentation of facility and/or custodial maintenance information to the City Manager and/or Mayor and Council as required.

Facility Maintenance Manager (continued)

- Foster and maintain a healthy and productive work environment for section staff and contribute to a positive working environment for the Department.
- Develop energy management and sustainability strategies for facility and custodial operations; identify programs, methods, and best practices for energy efficient technologies and environmentally responsible operations; review cost/benefit analyses related to sustainable practices for facility and custodial programs and operations; serve on citywide energy management and sustainability task forces and committees.
- Plan, implement and manage the section's goals, objectives and work plans;
 assign work activities, projects and programs; and monitor work flow.
- Manage the development and administration of the section's budget; direct the forecast of funds, staffing needs, revenues, equipment, materials and supplies; monitor and approve expenditures.
- Select, train, motivate and evaluate personnel using employee feedback; provide and coordinate staff training; counsel employees to help correct deficiencies; solicit meaningful feedback from Section employees on policies and procedures; implement discipline and termination procedures; ensure that the staff contributes to the City's mission and values.
- Maintain preventive maintenance activities in accordance with strategic plan; prepare reports; maintain records of time, materials and equipment used; assist in ordering supplies and materials.
- Oversee the decision making process with the appropriate supervisory staff when determining the course of action with significant building and/or custodial maintenance concerns.
- Facilitate the provision of the highest level of quality customer service possible for section customers. Ensure that customers are provided the section's services in the most courteous and friendly manner possible.
- Develop and review specifications for the purchase of new equipment and supplies; work with financial services department to assist in evaluating all bids from vendors.
- Ensure the adherence to safe work practices and oversee the training, communication, and maintenance of the section's Safety Program Manual.
- Establish and monitor complete, accurate and accountable control for tools, equipment, and supplies.

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Facility Maintenance Manager (continued)

• Maintain a cooperative and collaborative relationship with Department

membership and the labor / management process.

Have a strong commitment to value diversity in the section and the City.

Perform related duties as assigned.

Minimum Qualifications:

Experience:

Three years of increasingly responsible experience in one or more of the following areas plus an additional two years of general supervisory responsibility:

Building construction

• Building code inspections

Custodial maintenance

Facilities maintenance

Education:

Equivalent to the completion of an Associate's degree from an accredited college or university with course work in business administration, public administration, engineering, architecture, building construction management or a degree related to the core functions of the position.

Licenses/Certifications:

Requires the possession of a valid driver's license at the time of application.

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 007

Status: Exempt/Classified